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September 17, 2001

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chairman

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Tuesday, September 25, 2001 - **10:00 a.m.**
MAG Office, Suite 200, **Saguaro Room**
302 North 1st Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above. Members of the POPTAC may attend **either in person or by telephone conference call**. Those attending by telephone conference call are requested to call 602-261-7510 between 9:55 and 10:00 a.m. After prompting, please enter the meeting ID number 767822 (POPTAC) on your telephone key pad followed by the pound key. If you have a problem or require assistance, dial 0 after calling the number above.

If you are driving, please park in the garage under the Compass Bank Building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership, or 11 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Harry Wolfe at (602) 254-6300.

TENTATIVE AGENDA

COMMITTEE ACTION REQUESTED

1. Call to Order

2. Call to the Audience
Persons wishing to address the MAG POPTAC will be provided an opportunity to comment.

3. Approval of Minutes of August 21, 2001

4. Status Report on Use of Regional Videoconferencing System For Future MAG POPTAC Meetings

In February 2001, MAG contracted with Norstan Communications, Inc. to implement a Regional Videoconferencing System (RVS) and provide three years of system service and support. Implementation is nearing completion with videoconferencing equipment installed at 28 sites, training conducted at 21 sites and approximately 30 site coordinators trained to use the equipment. MAG member agencies are encouraged to use the RVS for participating in MAG advisory committee meetings and/or for transacting other business. MAG staff will demonstrate and explain the benefits of using the RVS at the MAG POPTAC meeting. Please see Attachment One.

5. Census 2000 Status Report

In mid-October the Census Bureau is scheduled to make a decision on whether to release any adjusted data for purposes other than apportionment. Census Bureau personnel from Denver and Washington will be briefing MAG staff on the future of the Special Census Program. A status report will be provided.

6. Approval of Database and Assumptions for the June 2002 Socioeconomic Projections

The MAG GIS and Database Update project is establishing the data, methods and assumptions from which a June 2002 set of socioeconomic projections will be produced. At the August meeting of the MAG POPTAC assumptions and methods were distributed

2. For information.

3. Review and approve meeting minutes of August 21, 2001.

4. For information and discussion.

5. For information and discussion.

6. For information, discussion and recommendation to approve the geography, and methods for calculating population employment ratios and employment by land use sector, occupancy rates and persons per household to be used for the June 2002 socioeconomic projections .

including the MAG geography, population/employment ratios and employment by land use sector, occupancy rates, and persons per household to be used for the June 2002 socioeconomic projections. Members of the MAG POPTAC will be requested to approve these methods.

7. Distribution of Data and Assumptions for Review and Consideration

At the September 25, 2001 MAG POPTAC meeting, staff will distribute further assumptions and methods for review. This information will be distributed for review and comment and will be considered for approval at the October 16, 2001 meeting of the MAG POPTAC.

8. Subregional Meetings on Socioeconomic Information

At the August meeting of the MAG POPTAC it was recommended that MAG hold five subregional meetings to inform member agency staff about the process we use in developing socioeconomic information including databases, estimates and projections; and to demonstrate how we can help them and how they can help us. MAG staff was also requested to prepare an agenda for the meeting to assist member agencies in determining which staff members should be in attendance. An agenda for the meetings is attached. The subregional meeting schedule and locations will be distributed at the POPTAC meeting. Please see Attachment Two.

9. October 16, 2001 MAG POPTAC Orientation Meeting

At the August meeting of the MAG POPTAC support was expressed for holding an orientation session to enhance members understanding of the socioeconomic estimates and projections process, facilitate their understanding of the process and encourage

7. For information and discussion.

8. For information and discussion.

9. For information, discussion and possible recommendation.

active participation in POPTAC activities. MAG staff has assembled a tentative agenda for the orientation session which is attached. This meeting will be more detailed than the subregional meetings and focus on the methods that MAG staff uses to develop our estimates and projections. A handbook will also be distributed at the orientation session. It is proposed that the Orientation meeting be held from 9:00 a.m. to 10:30 a.m. and the regular POPTAC meeting from 10:30 a.m. to 12:00 noon. Input from members of the MAG POPTAC will be solicited on the time and proposed agenda for the meeting. Please see Attachment Three.

